

Mayor's Summer Intern Program 2009

Purpose: To provide a meaningful opportunity for interns to learn about City government and the New Rochelle community, while utilizing their skills to facilitate civic goals.

Eligibility: Applications are welcomed from college students or students planning to enter college in 2009. Applicants must have an interest in government and public policy, possess good research and writing skills, and demonstrate a professional, courteous demeanor.

Duties: Interns will assist with the general operation of the Mayor's office, undertake special projects, respond to constituent inquiries, and work with various City departments as appropriate. Interns will have daily contact and interaction with Mayor Bramson and the Mayor's Assistant, Angela Taylor.

In 2009, it is likely that interns will be asked to assist with the development of New Rochelle's long-term sustainability plan – a complex project with environmental, economic, and social policy components.

Structure: Internships will begin during the month of June 2009, with each intern's start date dependent on his/her individual availability. Internships will conclude in mid-August, again with specific ending dates to be tailored to individual circumstances and availability.

The mayor's office is open Monday-Friday, from 8:30am to 4:30pm. Interns will be scheduled within this time frame, but considerable flexibility exists to structure individual daily and hourly commitments. In previous years, interns have typically devoted approximately twenty hours per week to their position.

In addition, there will be opportunities to participate in off-site events, such as ribbon cuttings, neighborhood meetings, and other community happenings of interest, which may fall outside of normal business hours. Interns may be invited, but are not obligated to attend, such events.

The first week of the program will be reserved for a pre-arranged orientation, giving interns an opportunity to meet with the City Manager and other senior staff in order to gain an understanding of City operations.

To Apply: If interested in interviewing for a summer internship, please forward a resume and cover letter to ataylor@newrochelleny.com no later than May 15th, 2009.